**CBUS 214: Spreadsheet Applications for Business**

**Midterm1 - Recap**

**Date: 9/3/2015**

-Open MSOffice Excel to do the following example:

Write the following data in excel worksheet starting from A2:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date of**  **Sale** | **Sales Person** | **Item Sold** | **Units Sold** | **Per Unit Price** | **Total Price** |
| 10/01/13 | Ali | Notebook | 8 | 25000 | 200000 |
| 10/02/13 | Saleh | Laptop | 4 | 35000 | 140000 |
| 10/03/13 | Osamah | Mouse | 6 | 850 | 5100 |
| 10/04/13 | Ahmed | Notebook | 10 | 27000 | 270000 |
| 10/05/13 | Khaled | Mouse | 4 | 800 | 3200 |

**Formatting:**

1- Merge A1- B1 – C1 and then write Recap 1.

2-change the font of “Recap 1” to :

**Font type**: Times Roman

**Font size**: 14

**Font Style:** Bold.

3- Set the width of columns F to 20 Characters.

4-Fill the Background of cells A2 to F2. (the column heading) to Gray color as shown above.

5- Center the data in the above table (in all columns).

6- Change the format of the data in column E to comma style (no decimal places showing).

7- Change the format of the data in column F to Currency style .

8- Use the conditional formatting feature with column “Item Sold”.

* Fill the cell with red color if the item = “Notebook”.
* Fill the cell with green color if the item = “Mouse”.
* Fill the cell with yellow if the item = “Laptop”.

9- Add column after total price column and write in G2 “Tax”.

10-Merge the cell D10 to D15, and then write Summary in diagonal way.

11-Enter the following data in the range E10 to F15 and set the border to (Outside , inside) like the following:

|  |  |  |
| --- | --- | --- |
| **Summary** | Average |  |
| Minimum Price |  |
| Maximum Price |  |
| Date of Report |  |
| Count the Sales Person |  |
| Total Unit sold |  |

12- Insert Header and write YOUR NAME and YOUR ID in the header.

**Function:**

1. Insert the data of first Column “Date of sale” by using DATE() fumction.

2. Calculate the total price column by the following formula :

Unit Sold \* Per Unit Price

3. Calculate the tax column by multiply the tax amount (0.7%) by the tatal price

total price \* 0.7%

4. In F10 Calculate the Average of the total price.

5. In F11 Calculate the Minimum value of the total price.

6. In F12 Calculate the Maximum Value of the total price.

7. In F13 insert the date of today by using Function.

8. In F14 Count the number of sales persons.

9. In F15 Calculate the tatal amount of the item sold.

10. Add new Column after tax Coulmn (H) , in H2 write “Bill size” and apply if function calculate the data of this column as follow:

- If the total price greater than $100,000 , then the data in G3 will be”Large”, Otherwise , “Small” would be in G3 , if the total price less than (NOT greater than )$100,000.

**Chart & Shape:**

1. Insert the following shape under the data table & write “Month March” in side the shape:

**Month**

**March**

2. Insert Pie Chart for “Sales Person” & “Unit Sold”.

3.Change the title to “Total Unit sold per person”.

4. Change the legend place to the bottom of the chart.

5. Add label (Percentage) to each part of the pie chart.